Mime-Version: 1.0
Date: Mon, 8 May 1995 14:20:28 -0800
To: deanna
From: brewster@wais.com (Brewster Kahle)
Subject: Development Status

>Mime-Version: 1.0
>Date: Mon, 8 May 1995 12:11:08 -0800
>To: brewster, edy, bruce, pgreer
>From: edy@wais.com (Edy Henderson)
>Subject: Development Status
>
>ISSUES
> Resource juggling - balls still dropping but we're catching more of them
>
>ACCOMPLISHMENTS
> Support
>   Began rigorous evaluation of Remedy call and bug track support tool
>   Finalized transition of Z39.50 support to Dilip
>   Pushed EBSCOdoc agreement back to Bruce
> Development
>   Bug fixes and patches released (4)
>   Wrote Development Directory Structure proposal
>   Hired local technical writer for WAISserver2.1
>   Test script for waisserver 2.x is up and runing
>   Continued WAISserver 3.0 planning
>   laundry list, began prioritization/sizing of tasks
>   wais inc freeware outline (Harry)
>   detail integration proposal with EB (Harry)
>   Writing Internationalization(I10N)/Localization(L10N) spec
>   Received Italian requirements from David Kuller
>
> Production Services
>   Worked with EXPEER on-site all week
>   Made progress on EXPEER spec. Final spec. sign-off due 5/12.
>
>PLANS
>   Get technical writer started on WAISserver2.1 (incl. WAISgateII vs 1.0)
>   Write WAISserver2.1 Project Document
>   Finish prioritization / estimates of 3.0 tasks
>   Write Test suite for Waisgate II.
>   Improve the test suite for waisserver 2.x.
>   Decide on Development Directory Structure proposal of Apr 27.
>

Mime-Version: 1.0
X-Priority: 1 (Highest)
Date: Mon, 8 May 1995 17:40:27 -0800
To: wais-staff@wais.com, websoft-staff@wais.com
From: don@wais.com (Don Whitt)
Subject: Job Queue
Cc: frank@wais.com, kevan@wais.com, don@wais.com

WAIS-ites,

When you have a network, hardware or software need that is not an emergency
(an emergency means a glitch has occurred that stops you "cold") please
send an email to the email alias "ops" with the subject title "Job
Request".

Describe exactly _what_ you need done and by _when_ you need it done within
the body of the email.

We ask that you send requests to us as far in advance as possible so that
we can plan ahead and make sure you get what you need when you need it.

Here are some examples of the sorts of non-emergencies for which we expect
advance email notification:

1) Computer, hardware and software ordering, purchasing, repair or
configuration.
2) Network connections.
3) User and host accounts.
4) Email aliases.
5) New network services/systems for development or any other team.
6) Dial-in accounts.
7) Customer support, e.g., hardware, software and internet provider
recommendations, system cfg, etc.
8) Machine swapping or custom/temp. configuration.
9) Infrastructure changes, e.g., extra ethernet nodes, phonelines, etc.
10) Spot backups, or reqular backups of specific directories, assets, etc.
11) Attendance at project team meetings.

...and, in general, any network, hardware or software resource allocation.
We request advance notification for all of it.

Obviously, things will come up that require immediate attention w/ no
advance warning. Improperly configured computers, inability to get at your
email or print a contract can make your success impossible. We will
continue do our best to deal with those urgent cases when they arise.

Following is a list of the jobs we currently believe we need to complete in
the near future. As you can see, our plates are pretty full. These are
not in order of priority, and it would be nice to get your feedback about
what is most important to you, particularly if you're managing teams of
people and/or projects. If you've already done so, never mind. We would
also like to find out what's missing and can supply you with more details
of what we believe each task entails if you're unclear about any of them...

Net Ops Job Queue
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1) Completion of PPP dial-in and client configurations: Don/Frank
2) New IS server (moving all IS functions off of wais.com, onto a new
server): Frank/Kevan
3) Firewall and Security: Frank/Don
4) TeleMagic and the Sales Net: Frank/Don
5) Desktop Plan: Don

6) Server Optimization, Hard Disk reallocation: Frank
7) ISDN dial-in: Frank/Don
9) Ops Plan: Don
10) Back-up Plan, Implementation: Kevan
11) Network expansion (more ethernet nodes, cables, hubs): Kevan
12) List servers: Kevan
13) Demo Server: Frank
14) Move Feed Handling: Frank
15) 1-800 dial-in number: Don
16) New FTP daemon for Public server(s): Frank
17) Xterm order and install: Kevin
18) MCI "hot" backup T1: Frank
19) NIS for Mica: Kevan
20) Automounter system for NIS servers: Kevan
21) Websoft email alias: Frank
22) News: Kevan
23) SWAIS: Kevan
24) Mac File Server: Don
25) Purify Install: Kevan
26) RnD Solaris Server (Sashimi?): Frank
27) I/Pro's I/Count: Frank/Don
28) RnD Port Machines purchase, cfg: Frank/Don
29) Assorted Upgrades: Don
30) Network management Tool Eval: All
31) Spare Part Stock: All
32) Fault Tolerance Improvements: Don/Frank
33) Printing from PC's: Kevan
34) Increase Sushi Memory: Kevan
35) CMP Server: Frank/Kevan
36) HP Jet Direct Box for LocalTalk printers onto Ethernet: Kevan/Don
37) Sparc Classic Upgrade: Kevan
38) User directory redistribution: Kevan/Frank

Thank you for your patience,
--NetOps

Mime-Version: 1.0
X-Priority: 1 (Highest)
Date: Wed, 10 May 1995 10:39:34 -0800
To: wais-staff@wais.com, websoft-staff@wais.com
From: don@wais.com (Don Whitt)
Subject: Passwords

Fellow paranoids,

This email concerns company passwords and user account security.

In some cases we give you a password for PPP or UNIX/email accounts. These
should be set to something else _immediately_. But, first you have to think
up a password, right?

Some rules for choosing a good password:

1) Do not use common words (in any language, not just english).
2) Do not use a password that someone might easily guess based upon your
habits, hobbies, family names, car brand, etc. It's easier to guess this
stuff than you think!
3) Use 8 characters (this is how many UNIX recognizes for user accounts,
any characters past 8 are ignored).
4) Use mixed cases (UNIX is case sensitive) and embed symbol and/or control
characters into the password.
5) Change your password regularly. If you don't know how, simply ask an Ops
staff member to change it for you.
6) If you use a common word or combinations of them, then purposely
misspell those word(s).
7) Do not write your password down on paper or store it in a file on your
computer. Pick one you can remember, commit it to memory, and keep it a
secret.

Some password examples:

Bad: soupcan
Good: sUUp&kAN

Bad: pebbles
Good: PebB@Lz!

You get the idea...

Please follow this advice, otherwise you risk opening up yourself and WAIS
to being digitally pillaged.

Thank you,
--dw